

**BY ORDER OF THE COMMANDER
51ST FIGHTER WING**

**51ST FIGHTER WING INSTRUCTION
10-203**



18 JULY 2014

Operations

AIRCRAFT SHELTER CLEANOUT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 10-2, *Readiness*. It outlines procedures for cleanout of Hardened Aircraft Shelters (HASs), hangars, revetments and unprotected parking spaces at Osan Air Base. It also establishes and specifies daily management, periodic inspections, training and security responsibilities for all base agencies using shelters for storage purposes. It applies to all units assigned to 51st Fighter Wing (51 FW) Osan Air Base (AB), Korea. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS).

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. The major changes to the document are as follows: Paragraph 1: Moved the discussion of responsibilities to paragraph 2, and updates references. Paragraph 2 through paragraph 4: Reorganized numbering, changed titles and language for clarification, and updated references. OPR and Certifying Authority have been changed from 51 MOF/MXOP to 51 OSS/DO and from 51 MXG/CC to 51 OG/CC. Attachment 1: Completely replaced title and contents from "SAMPLE OF HAS USER REQUEST LETTER" to "GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION".

1. General:

1.1. The purpose of this instruction is to ensure aircraft shelters are available for reception and beddown of forces deploying to Osan Air Base during peacetime or contingency operations IAW the Osan Base Support Plan (BSP) II located at \\osfs1-s\TBMCSUL\BSP. This will be accomplished by peacetime shelter users who are required to clean out their facilities when directed. For the purposes of this publication, “shelter” encompasses HASs, revetments, hangars and unprotected parking spaces within the A-Diamond, B-Diamond, C-Diamond, and Draggin’s Lair, as indicated in Attachment 4.

1.2. The following instructions do not transfer or negate the responsibility of designated facility managers to monitor or maintain facilities IAW 51 FWI 32-1001, *Facility Manager’s Guide*. Facility managers will continue all normal responsibilities despite approved storage requests within a shelter.

1.3. The 51 FW/CC will initiate the shelter cleanout upon notification of inbound deployed forces or when otherwise deemed necessary. The initiation will disseminate through the 51 OG Mission Coordinator or through the 51 OSS/DO.

1.4. These procedures are executed and monitored by the 51 OSS/DO during peacetime operations and the 51 OG Mission Coordinator during contingency operations. Any associated reporting will flow through the same channels.

1.5. 51 MXG units are allocated specific parking spaces designated in BSP II, Chapter 8. The scope of cleanout responsibility for those parking spaces extends only to the ability of 51 MXG units to consolidate all aircraft and equipment within those spaces. No additional procedures are required unless 51 MXG aircraft or equipment extends beyond the designated parking spaces. If additional space is required, the procedures within this instruction delineate the process for acquiring space and executing a cleanout.

1.6. Aircraft shelters without facility managers (revetments/unprotected parking) and those that lie outside of the 51 MXG designated spaces require 51 OSS/DO approval prior to use by utilizing the procedures within this instruction.

1.7. Agencies requesting utilization of 51 MXG designated parking spaces require approval from 51 MXG/CD prior to use by utilizing the procedures within this instruction.

2. 51st Operations Group Responsibilities:

2.1. 51 OSS/DO maintains the BSP II Chapter 8 parking plan IAW evolving contingency operation requirements.

2.1.1. 51 OSS/DO (or 51 OG Mission Coordinator) will:

2.1.1.1. Coordinate execution of the shelter cleanout plan with 51 MOF/MXOP upon 51 FW/CC initiation.

2.1.1.2. Monitor shelter cleanout progress, directing resources in order of precedence if required.

2.1.1.3. Relay inbound timeline to 51 OG Combat Catch.

- 2.1.1.4. Initiate 51 OG Combat Catch inspection of applicable shelters after completion of shelter cleanout, allowing a minimum of six hours for inspection.
- 2.1.1.5. Report cleanout progress, inspection progress, and Combat Catch status to the 51 FW/CC.
- 2.2. 51 OG Combat Catch will:
 - 2.2.1. Verify shelter cleanout is executed IAW BSP II Chapter 8 requirements.
 - 2.2.2. Complete a cleanout inspection NLT 48 hours after Prepare to Deploy Order (PTDO) or 48 hours prior to arrival of inbound forces, whichever is later.
 - 2.2.3. Report inspection results/discrepancies to 51 OSS/DO or 51 OG Mission Coordinator.
 - 2.2.4. If required, request shelter inspection assistance from 51 OSS/DO or 51 OG Mission Coordinator.
- 2.3. 51 OSS/OSAM will:
 - 2.3.1. Report inbound flight plan timelines to 51 OSS/DO or 51 OG Mission Coordinator.
 - 2.3.2. Assist 51 OG Combat Catch in shelter inspections if directed by 51 OSS/DO or 51 OG Mission Coordinator.
 - 2.3.3. After cleanout, ensure airfield is ready for reception IAW AFI 11-218, *Aircraft Operations and Movement on the Ground*.
 - 2.3.4. Report airfield discrepancies to 51 OSS/DO or 51 OG Mission Coordinator.

3. Facility Manager Responsibilities:

- 3.1. Facility managers maintaining responsibility of shelters indicated in Attachment 4 will:
 - 3.1.1. Monitor and maintain facilities IAW 51 FWI 32-1001, despite any approved Shelter Storage Request (Attachment 2).
 - 3.1.2. Ensure the shelter remains clear and ready for aircraft reception at all times. If a shelter is designated a parking spot for 51 MXG within BSP II, Chapter 8, 51 MXG may use the shelter as desired, provided all 51 MXG aircraft reside within the designated spots.
 - 3.1.3. If an agency requests the storage of equipment within a shelter, direct the using agency to 51 MOF/MXOP and this instruction for initiation of a Shelter Storage Request (Attachment 2) and Shelter Cleanout Plan (Attachment 3).
 - 3.1.4. If a storage request is approved, maintain a copy of the approved Shelter Storage Request (Attachment 2) and Shelter Cleanout Plan (Attachment 3).
 - 3.1.5. Assist 51 MOF/MXOP in ensuring users re-submit/update Shelter Storage Requests (Attachment 2) and Shelter Clean out Plans (Attachment 3) semi-annually, NLT 31 January and 31 July.
 - 3.1.6. If required, provide a Signed AF Form 1297, *Temporary Issue Receipt*, http://static.e-publishing.af.mil/production/1/af_a4_7/form/af1297/af1297.xfd , to 51

MOF/MXOP, transferring responsibility of permanently assigned shelter equipment to the using agency.

3.1.7. Maintain current contact information for shelter users. If contact information changes, immediately notify 51 MOF/MXOP.

4. 51st Maintenance Operations Flight Responsibilities:

4.1. The following responsibilities are strictly for developing a central point for all Shelter Storage Requests. No shelter responsibilities are transferred to 51 MOF from facility managers or owning agencies. For example: Building 1187 is currently owned by the 51 OSS. If an outside agency desires storage within 1187, the storage request will flow through 51 MOF for approval by the 51 OSS/DO (reference paragraph 1.6). Once approved, the storage request and associated documents will be stored by 51 MOF for central accountability purposes. The 51 OSS facility manager still maintains all responsibility in regard to building 1187, including maintaining a copy of the storage request information. However, 51 MOF will serve as a central agency maintaining situational awareness on required resources to execute a shelter cleanout of the shelters designated in Attachment 4.

4.2. 51 MOF/MXOP maintains accountability (not responsibility) for the use of the A-Diamond, B-Diamond, C-Diamond, and Draggin's Lair as designated in Attachment 4. If a shelter designated in Attachment 4 is outside the scope of 51 MXG facility managers, accountability in this sense is merely a record keeping function. The purpose of maintaining a central record keeping function is to ensure all facility managers and associated agencies utilizing shelters for storage are easily contacted for cleanout execution by a single agency.

4.3. 51 MOF/MXOP will:

4.3.1. Acquire Shelter Storage Request approval from 51 MXG/CD for 51 MXG designated parking locations or from 51 OSS/DO for all other shelters (including revetments and open parking spaces). Only the spots designated in Attachment 4 require approval.

4.3.2. Maintain a current list of users in each shelter identified in Attachment 4. If a facility isn't being used or there is no active storage, no documentation is necessary (with the exception of maintaining awareness that the shelter isn't occupied).

4.3.3. Store, file, and maintain the following documentation for each occupied shelter:

4.3.3.1. Current Shelter Storage Request (Attachment 2), produced by the shelter user.

4.3.3.2. Current Shelter Cleanout Plan (Attachment 3), not to exceed 24 hours for execution, produced by the shelter user.

4.3.3.3. If required, provide a signed AF Form 129, transferring responsibility of permanently assigned shelter equipment from the facility manager to the shelter user, produced by the facility manager.

4.3.4. Provide a copy of the User's Shelter Cleanout Plan to 51 MXG Emergency Support Function (ESF) representative when requested.

4.3.5. Advise users in the coordination and processing of work orders with 51 CES/CEOER Customer Service Operations (CSO). This function is merely directing users to CSO or the owning agency facility manager when work orders are required.

4.3.6. Ensure users re-submit/update Shelter Storage Requests (Attachment 2) and Shelter Clean out Plans (Attachment 3) semi-annually, NLT 31 January and 31 July.

4.3.7. Maintain a consolidated list of required personnel, equipment, and support elements to complete the entire shelter cleanout. This encompasses all shelters which have approved Shelter Storage Requests designated in Attachment 4.

4.3.8. Upon direction from the 51 OSS/DO or 51 OG Mission Coordinator, notify shelter users to execute the shelter cleanout as indicated in the stored Shelter Cleanout Plan (Attachment 3). Utilize the owning agency facility manager as required.

5. Shelter User Responsibilities:

5.1. Requests for use will be submitted to 51 MOF/MXOP by using Attachment 2 (Shelter Storage Request). All fields will be completed or request will be denied.

5.2. Using agency will provide the following to 51 MOF/MXOP prior to occupation:

5.2.1. Copy of training verification for all personnel authorized to operate HAS doors, as applicable. Contact 51 MOS/MXOT to schedule HAS Door Training.

5.2.2. A shelter cleanout plan by using Attachment 3.

5.2.3. A copy of the using agency door access key or lock combination.

5.2.4. Signed AF Form 1297, which transfers responsibility of the permanently assigned shelter equipment (Note: Permanent HAS equipment will not be removed or disassembled. HAS door motor key will not be removed from the facility).

5.3. Users will:

5.3.1. Revalidate shelter use requests with 51 MOF/MXOP and owning agency facility manager semi-annually or whenever changes occur. Revalidation will be completed NLT 31 January and 31 July.

5.3.2. Perform and document periodic facility inspections IAW 51 FWI 32-1001, Attachments 3, 4, 6 & 7. Maintain inspection results and immediately report any discrepancies that impact ability to use shelter(s) for either peacetime or contingency operations to 51 MOF/MXOP and owning agency facility manager.

5.3.3. Coordinate all CE work requests through the building facility managers identified in the Shelter Storage Request (Attachment 2) except for emergency repair calls. Emergency repair calls will be called in directly to CE CSO. At the next earliest opportunity, information on emergency calls will be provided to 51 MOF/MXOP and owning agency facility manager.

5.3.4. Maintain cleanliness and Foreign Object Damage (FOD) standards IAW AFI 21-101, *Aircraft and Equipment Maintenance Management*, Chapter 14.19., FOD Prevention Program.

5.3.5. If contact information changes, immediately notify 51 MOF/MXOP and owning agency facility manager.

5.4. If shelter users are comprised of deployed forces IAW BSP II Chapter 8, all requirements within this publication apply with the exception of User Storage Requests and User Shelter Cleanout Plans.

6. Shelter Vacating Procedures:

6.1. 51 OSS/DO or 51 OG Mission Coordinator will initiate execution of the shelter cleanout plan with 51 MOF/MXOP when directed by the 51 FW/CC.

6.2. A list of resources required for cleanout will be consolidated by 51 MOF/MXOP and briefed to the 51 OSS/DO or 51 OG Mission Coordinator. Allocation of resources will be prioritized by the 51 OSS/DO or 51 OG Mission Coordinator if required.

6.3. 51 MOF/MXOP will expeditiously notify users to vacate assigned shelters IAW the submitted Shelter Cleanout Plan (Attachment 3). Any user unable to comply with the actions presented in the Shelter Cleanout Plan will be relayed to the 51 OSS/DO or 51 OG Mission Coordinator.

6.4. Users will provide updates every 3 hours to their squadron Unit Control Center (UCC) until completion. Each using squadron UCC will up-channel cleanout status to their appropriate Emergency Operations Center (EOC) ESF representative.

6.5. The using organization EOC ESF representative will channel all 3-hour status updates to the 51 OG Mission Coordinator.

6.6. If the UCC and/or EOC isn't stood-up, 3-hour cleanout status updates will be channeled to the 51 OSS/DO.

6.7. 51 OSS/OSAM will notify the 51 OG Mission Coordinator of inbound forces.

6.8. The 51 OG Mission Coordinator will relay expected timelines of inbound forces to 51OG Combat Catch.

6.9. 51 OG Combat Catch will conduct shelter inspections and provide reception updates to the 51 OG Mission Coordinator after each completed reception.

6.10. The 51 OG Mission Coordinator/Director will brief the 51 FW/CC as required.

BROOK J. LEONARD, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 10-2, *Readiness*, 6 November 2012

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 26 July 2010

AFI 11-218, *Aircraft Operations and Movement on the Ground*, 28 October 2011

AFMAN 33-363, *Management of Records*, 1 March 2008

51 FWI 32-1001, *Facility Manager's Guide*, 12 May 2010

Osan Base Support Plan (BSP) II (\\osfs1-s\TBMCSUL\BSP), 17 Feb 2012

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1297, *Temporary Issue Receipt*

Abbreviations and Acronyms

51 FW—51st Fighter Wing

AB—Air Base

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

BSP—Osan Base Support Plan

CSO—Customer Service Operations

EOC—Emergency Operations Center

ESF—Emergency Support Function

FOD—Foreign Object Damage

HAS—Hardened Aircraft Shelter

MAJCOM—Major Command

OPR—Office of Primary Responsibility

PTDO—Prepare to Deploy Order

RDS—Records Disposition Schedule

UCC—Unit Control Center

Attachment 2

EXAMPLE USER SHELTER STORAGE REQUEST

Figure A2.1. Example User Shelter Storage Request

(Insert Unit Letter Head)

MEMORANDUM FOR 51 MOF/MXOP
 FROM: *(Insert Using Agency)*
 SUBJECT: Shelter Storage Request

1. We are requesting the storage of the following equipment: *(Insert equipment list)*
2. Expected Storage Dates: *(Insert Requested Storage Dates)*
3. Shelter Cleanout Plan is attached. *(Attach Shelter Cleanout Plan)*
4. The following personnel are the building managers and unit POCs:

Building Managers			
Rank Last, First	Phone Number	Email Address	DEROS

Using Agency POCs			
Rank Last, First	Phone Number	Email Address	DEROS
5. We have the following HAZMAT storage request: *(Insert HAZMAT list)*
6. Door access combination: *(Insert access combination)*
7. A copy of any physical door key will be stored with 51 OSS/DO.
8. No permanent shelter equipment will be moved, disabled or tampered with. Door motor keys will not be removed from the facility.
9. This request will be renewed semi-annually NLT 31 January and 31 July.

(Insert Signature Block)

1st Ind, *(51 OSS/DO or 51 MXG/CD)*

MEMORANDUM FOR *(Insert Using Agency)*

Concur/Non-concur

(Insert 51 OSS/DO or 51 MXG/CD Signature Block)

Attachment 3

EXAMPLE USER SHELTER CLEANOUT PLAN

Figure A3.1. Example User Shelter Cleanout Plan

<p style="text-align: center;"><i>(Insert Unit Letter Head)</i></p> <p>MEMORANDUM FOR 51 MOF/MXOP</p> <p>FROM: <i>(Insert Using Agency)</i></p> <p>SUBJECT: <i>(Assigned Shelter)</i> Cleanout Plan</p> <ol style="list-style-type: none">1. The following equipment is required to complete the shelter cleanout within 24 hours: <i>(Insert required equipment)</i>2. Required equipment will be sourced from: <i>(Insert equipment source and POC)</i>3. The number of personnel required for the shelter cleanout: <i>(Insert number of personnel)</i>4. Required personnel will be sourced from: <i>(Insert personnel source and POC)</i>5. The following support elements are required to complete the shelter cleanout within 24 hours: <i>(Insert elements as applicable)</i>6. Required support elements will be sourced from: <i>(Insert support element source and POC)</i>7. Expected time for vacating shelter upon notification: <i>(Insert hours, not exceeding 24 hours)</i>8. Stored equipment will be moved to the following location: <i>(Insert location)</i>9. The following actions will ensure cleanout is completed within 24 hours: <i>(Insert actions)</i>10. Responsibility of the assigned shelter will not be relinquished until all non-permanent equipment is removed and final cleanout inspection is completed by 51 OG Combat Catch or designated representative. <p style="text-align: right;"><i>(Insert Signature Block)</i></p> <p>1st Ind, <i>(51 OSS/DO or 51 MXG/CD)</i></p> <p>MEMORANDUM FOR <i>(Insert Using Agency)</i></p> <p>Concur/Non-concur</p> <p style="text-align: right;"><i>(Insert 51 OSS/DO or 51 MXG/CD Signature Block)</i></p>

AIRFIELD PARKING DIAGRAM

Figure A4.1. Alpha Diamond

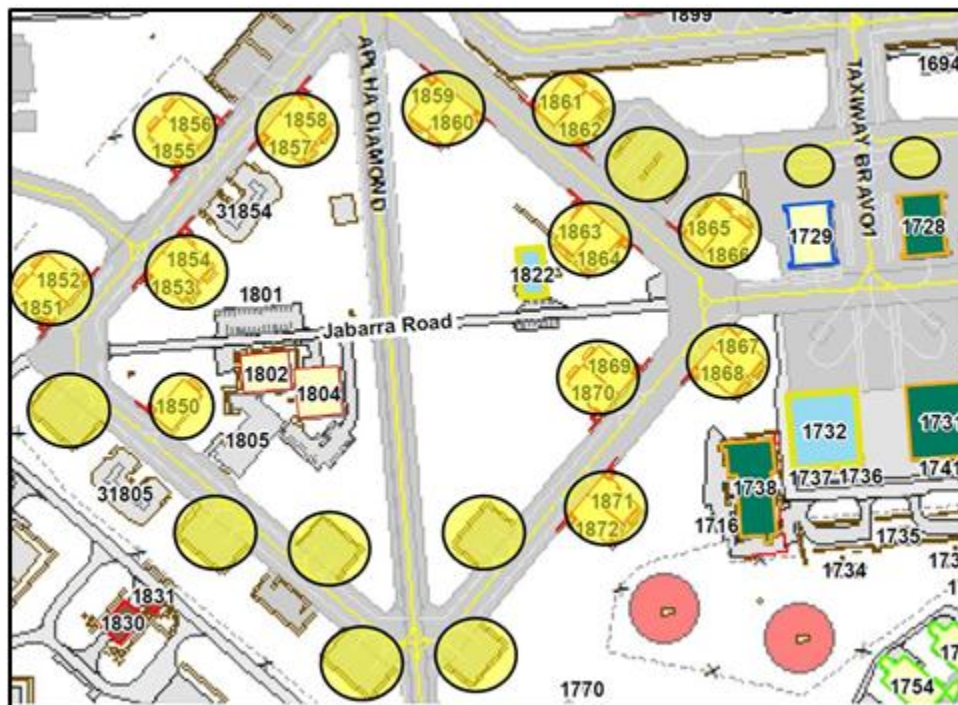


Figure A4.2. Bravo Diamond

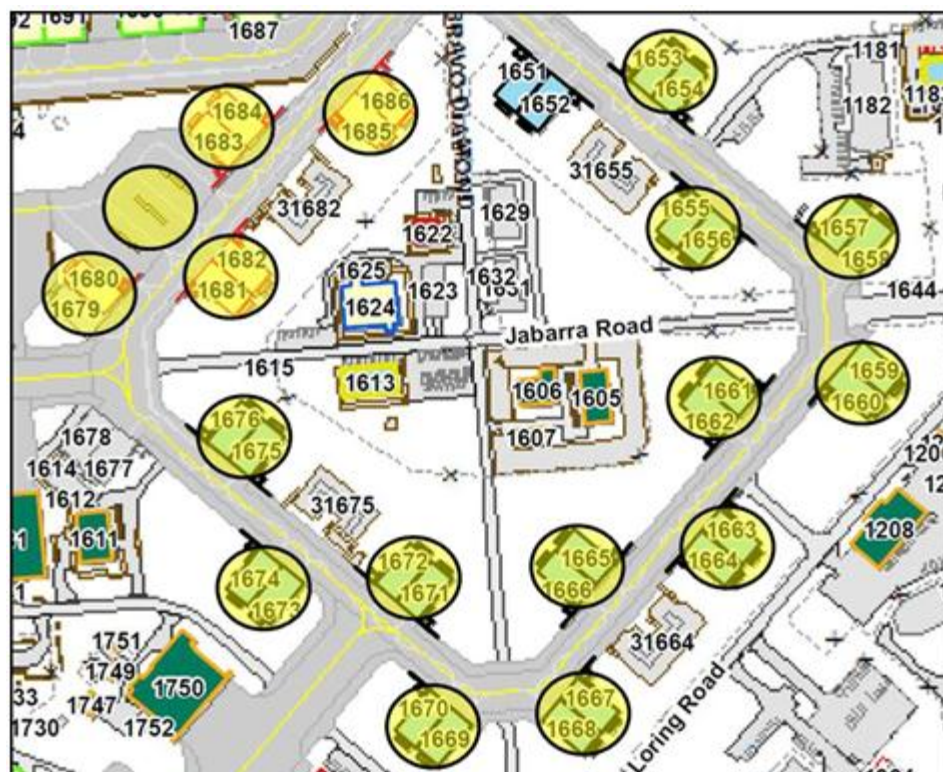


Figure A4.3. Bravo Diamond Flows

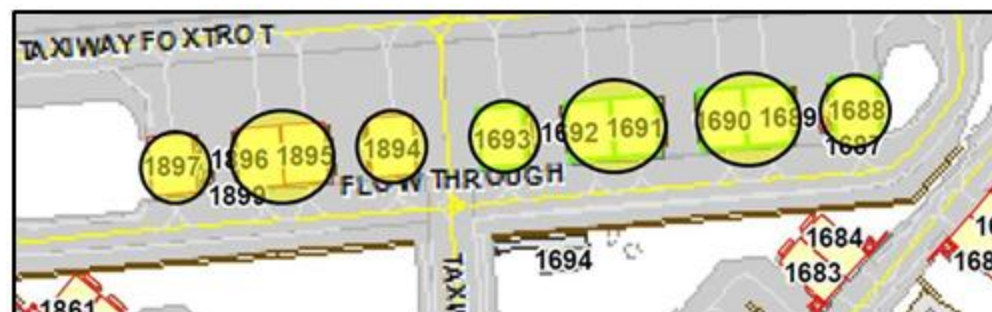


Figure A4.4. Charlie Diamond

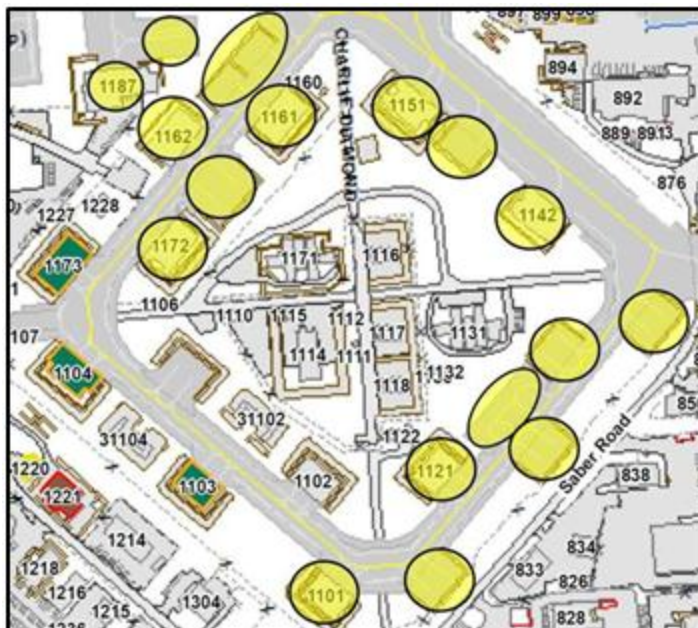


Figure A4.5. Draggins' Lair

